



Office of the Administrative Director — Fiscal Office, Support Services Division

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April 19, 2005

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Janell Kim, Financial Services Administrator

SUBJECT: ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO. J05160
ADDITIONAL PURCHASE OF SERVICES
FOR FISCAL BIENNIUM 2005-2007

Transmitted herewith for your review is one copy of Addendum No. 1 for the Purchase of Services RFP No. J05160. Should you have any programmatic questions regarding this Addendum, please call the appropriate contact person listed under each service specification in the RFP. Other procedural and contractual questions may be directed to Jonathan Wong in the Judiciary Contracts & Purchasing Office, at (808) 538-5805, or jonathan.h.wong@courts.state.hi.us.

A handwritten signature in cursive script that reads "Janell Kim".

Janell Kim

JK/JW:jw

Transmittal

ADDENDUM NO. 1
REQUEST FOR PROPOSALS NO. J05160
ADDITIONAL PURCHASE OF SERVICES
FOR FISCAL BIENNIUM 2005 - 2007

The items listed hereinafter are hereby made a part of Request for Proposal No. J05160 for the above project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

I. Modifications to SECTION ONE-ADMINISTRATIVE OVERVIEW

Item 1.18.2 on page 1-6 of the RFP, shall be amended to indicate that the Notice of Protest shall be mailed to the applicable head of the purchasing agency listed below:

“William Santos, Chief Court Administrator
First Judicial Circuit
777 Punchbowl St.
Honolulu, HI 96813

Lester Oshiro, Chief Court Administrator
Third Judicial Circuit
75 Aupuni St.
Hilo, HI 96720

Steven Okihara, Chief Court Administrator
Fifth Judicial Circuit
3059 Umi St.
Lihue, HI 96766.”

II. Modifications to SECTION TWO - SERVICE SPECIFICATIONS

- A. Item 2.3.2 A.1. on page 2-14 of the RFP, and Item 2.4.2 A.1. on page 2-22 of the RFP**, shall be amended to indicate the correct RFP Number for the Department of Health, Alcohol and Drug Abuse Division’s (ADAD) Therapeutic Living Program requirements as RFP Number HTH 440-1 for Contract Periods SFY2005-2009. The RFP is available on the Department of Health website at :

http://www4.hawaii.gov/SPOH/rfps/ht_h_440_1_11sec1to4.pdf

- B. Item 2.3.2 B. on page 2-15 of the RFP, and Item 2.4.2 B. on page 2-23 of the RFP**, shall be amended to read as follows:

“B. Secondary purchaser participation
(Refer to Section 3-143-608, HAR)

After-the-fact secondary purchases are allowed.”

III. Modifications to SECTION THREE - PROPOSAL APPLICATION INSTRUCTIONS

Item 3.5.1 Pricing Structure on page 3-3 of the RFP shall be amended to add Section 3.5.1.2 Pricing Structure Based on Fixed Price, as follows:

“3.5.1.2 Pricing Structure Based on Fixed Price

If a state purchasing agency is utilizing a fixed price pricing structure for the RFP, the applicant is requested to furnish a reasonable estimate of services it can provide for which there is sufficient operating capacity (adequate, planned and budgeted space, equipment and staff). The following forms, which are available on the State Procurement Office website on the “Procurement Forms and Instructions for State Agencies” page, shall be submitted with the Proposal Application:

Budget - SPO-H-205

Personnel - Salaries and Wages - SPO-H-206A

Personnel: Payroll Taxes, Assessments, and Fringe Benefits - SPO-H-206B

Budget Justification, Travel - Inter-Island - SPO-H-206C (If applicable)

Budget Justification, Travel - Out of State - SPO-H-206D (If applicable)

Budget Justification, Contractual Services - Administrative - SPO-H-206E (If applicable)

Budget Justification, Contractual Services - Subcontracts - SPO-H-206F (If applicable)

Budget Justification, Program Activities - SPO-H-206H (If applicable)

Budget Justification, Equipment Purchases - SPO-H-206I (If applicable)

Budget Justification, Motor Vehicle - SPO-H-206J (If applicable)”

END OF ADDENDUM NO. 1